
LYRA PAYMENT LEDGER USER MANUAL

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1. OVERVIEW

LYRA is the hub for real-time communication with McKesson Business Performance Services billing platform accounts. LYRA is available at <https://rmsconnect.mckesson.com>

Lyra Payment Ledger is an interface for tracking time of service patient payments that allows for billing staff to track and post transactions entered by practice staff.

2. AUTHORIZATIONS

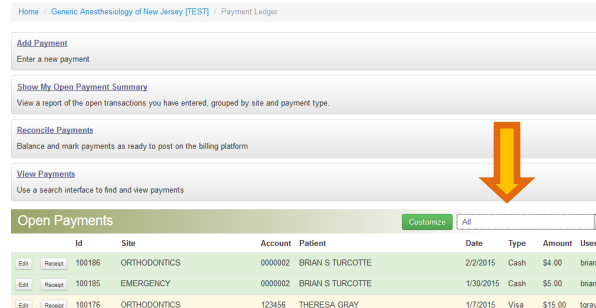
Please reference the Lyra User Manual, section 2 for the Lyra user registration process.

There are four types of authorizations for the Lyra Payment Ledger module:

- Payment Ledger: Allows access to the module and the track patient payment. ([Figure 1](#))
- Payment Ledger Add: Adds the ability to create new ledger payment. ([Figure 5](#))
- Payment Ledger Update: Adds the ability to update existing ledger payments. ([Figure 9](#))
- Payment Ledger Reconciliation: Adds the ability to reconcile daily ledger payments. ([Figure 11](#))

3. DEFAULT A SPECIFIC SITE IN PAYMENT LEDGER MODULE

A Lyra user has the ability to choose a default site that will be used for new payment records and to limit the view of open payments. Click on the “Customize” button in the Open Payments table header to choose the default.



The screenshot shows the Lyra Payment Ledger interface. At the top, there is a breadcrumb trail: Home > Generic Anesthesiology of New Jersey [TEST] > Payment Ledger. Below this, there are four main sections: 'Add Payment' (Enter a new payment), 'Show My Open Payment Summary' (View a report of the open transactions you have entered, grouped by site and payment type), 'Reconcile Payments' (Balance and mark payments as ready to post on the billing platform), and 'View Payments' (Use a search interface to find and view payments). Below these sections is the 'Open Payments' table. The table has a 'Customize' button and a dropdown menu set to 'All'. The table contains three rows of payment data. A red arrow points to the 'Customize' button.

Id	Site	Account	Patient	Date	Type	Amount	User			
100186	ORTHODONTICS	0000002	BRIAN S TURCOTTE	2/2/2015	Cash	\$4.00	brian			
100185	EMERGENCY	0000002	BRIAN S TURCOTTE	1/30/2015	Cash	\$5.00	brian			
100176	ORTHODONTICS	123456	THERESA GRAY	1/7/2015	Visa	\$15.00	tgray4			

4. VIEW PAYMENTS

Users login to Lyra, click on “Payment Ledger” and then click on the button with the client name to access the Payment Ledger module for the client. All the users who have basic payment ledger module permission have access to “View Payment”.



The screenshot shows the Lyra - Test interface. At the top, there is a blue header bar with 'Lyra - Test' on the left and 'Payment Ledger' on the right. Below this, there is a breadcrumb trail: Home > Generic Radiology Assoc of NY [TEST] > Payment Ledger. Below the breadcrumb trail, there is a 'View Payments' button with the text 'Use a search interface to find and view payments'.

Id	Site	Account	Patient	Date	Type	Amount	User			
100186	ORTHODONTICS	0000002	BRIAN S TURCOTTE	2/2/2015	Cash	\$4.00	brian			
100185	EMERGENCY	0000002	BRIAN S TURCOTTE	1/30/2015	Cash	\$5.00	brian			
100176	ORTHODONTICS	123456	THERESA GRAY	1/7/2015	Visa	\$15.00	tgray4			

Figure 1

4.1. PAYMENT SUMMARY SCREEN

The “View Payments” page shows all the historical payments of any status for any user or location.

(Figure 2) A user is able to find and view the payments by the following criteria:

- Transaction status
 - Open: Payments that have not yet been approved for posting.
 - Approved: Payment that have been approved on Lyra, but not posted to the platform.
 - Archived: Payments that have been posted to the platform.
- Creation Date: Search by the date the transaction was created. The default date range is one week before the search date. The user can specify more specific dates as needed.
- Site: Search by cashier site.
- Id: Search by transaction id.
- Account: Search by patient account id.
- Visit Number: Search by visit number.
- Patient Name: Search by patient name. If a single name is given, like “smith”, the search will be performed for patient last names only. A full name may be entered in either “first last” or “last, first” format, for example: “smith, john”. The search is not case-sensitive.
- User: Search by transaction creation user id.
- Search button: click on search button to do the search
- Export button: only available when “View Transaction” page is initially loaded or search button is clicked. The transactions that meet the searching criteria will be exported to an Excel spreadsheet.

The view payment summary table lists payment receipt id, payment site, patient account number, patient name, the date transaction was created, the date the transaction was last updated or approved, the date transaction was posted to the platform, payment type, payment amount and payment status.

The total payment amount and total number of payments for all transactions displayed are listed at the right bottom of the summary table.

Clicking on the “Detail” button of a transaction allows the user to view the transaction detail information including the update history. (Figure 17) Clicking on the “Receipt” button of a transaction allows the user to print or email the transaction receipt to the patient.

	Id	Site	Account	Patient	Created	Updated	Archived	Type	Amount	Status
Detail Receipt	100127	BREAD & ROSES	123145	SHELLY FOWINKLE	5/29/2014	5/29/2014		MasterCard		Approved
Detail Receipt	100125	AEGD	0000002	BRIAN TURCOTTE	5/21/2014	5/23/2014		Check	\$18.00	Approved
Detail Receipt	100124	ENDODONTICS	12345	FIRSTNAME LASTNAME	5/21/2014	5/23/2014		Discover	\$2.00	Approved
Detail Receipt	100122	EMERGENCY	5078333	TEST TESTLN	5/20/2014	5/23/2014		Check	\$3.00	Approved
Detail Receipt	100121	AEGD	0000002	BRIAN TURCOTTE	5/16/2014	5/23/2014		Visa	\$6.00	Approved
Detail Receipt	100120	BREAD & ROSES	1122334	TEST TESTER1	5/14/2014	5/29/2014		Check	\$3.00	Approved
Count: 6									Total: \$32.00	

Figure 2

4.2. FILTERING/GROUPING/SORTING OF PAYMENTS

4.2.1. SORTING OF PAYMENTS

The view payment summary table defaults to being sorted by receipt id. The sort order can be changed by clicking on the header of any column in summary table.

4.2.2. FILTERING OF PAYMENTS

Payments can also be filtered in each column. Click on the funnel icon of any column, and click on the drop down list of the filters. Filter can be customized by the user by selecting “is equal to”, “not equal to”, “starts with”, “contains”, “does not contain” and “end with” logics. User can combine filters and sorting to get the wanted result. Total number of the results will be showing at the right bottom of the summary review table. (Figure 3) Click on “Clear Filter” button to clear any of the filters. For example, to filter the transactions shown by patient name, the filter can be set up as “Contains Brian” and “Does not contain Smith” to show any names that include “Brian”, but do not contain “Smith”.

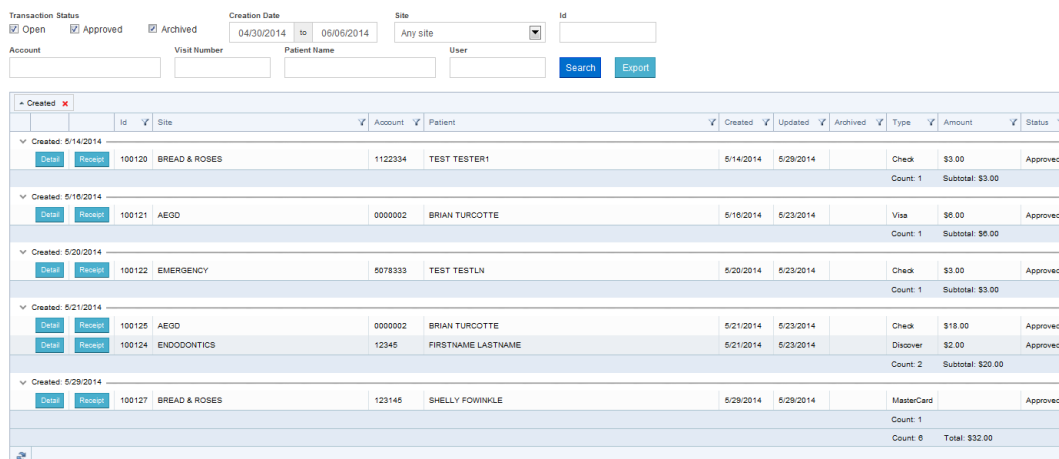


Patient	Created	Updated
BRIAN SMITH		
OKOK THTH		
TEST TESTER		
CHARLOTTE DROUIN		
ALAN BALL		
CHERRIE STRAWTHER		
BRIAN TURCOTTE	3/31/2014	3/31/2014
BRIAN TURCOTTE	3/31/2014	3/31/2014
BARTON MESSMER	3/31/2014	3/31/2014

Figure 3

4.2.3. GROUPING OF PAYMENTS SUMMARY VIEW

The payment summary view can be grouped by column. Drag the column header and drop it at the top to group by that column. In the example below, (Figure 4) the payment summary result view is grouped by transaction creation date. Count and subtotal amount of the subgroup will be listed for the subgroup. To remove the grouping, please click on ‘x’ of the grouping column.

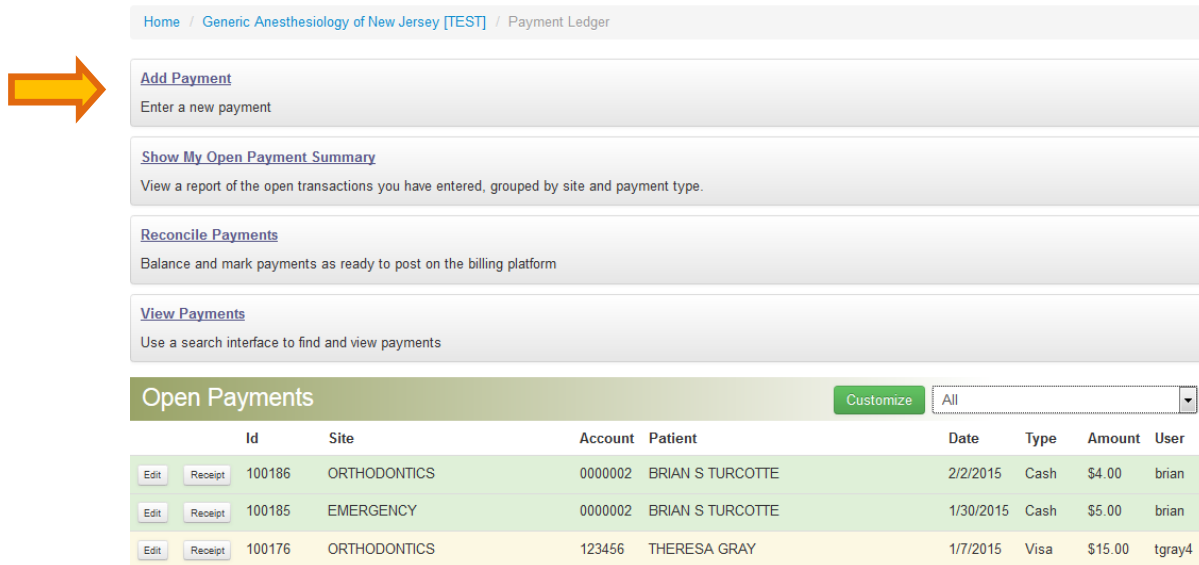


Transaction Status	Open	Approved	Archived	Creation Date	Site	Id	Account	Patient	Created	Updated	Archived	Type	Amount	Status
Created: 5/14/2014														
Detail	Receipt			100120	BREAD & ROSES	1122334	TEST TESTER1		5/14/2014	5/29/2014		Check	\$3.00	Approved
													Count: 1	Subtotal: \$3.00
Created: 5/16/2014														
Detail	Receipt			100121	AEGD	0000002	BRIAN TURCOTTE		5/16/2014	5/23/2014		Visa	\$6.00	Approved
													Count: 1	Subtotal: \$6.00
Created: 5/20/2014														
Detail	Receipt			100122	EMERGENCY	5078333	TEST TESTLN		5/20/2014	5/23/2014		Check	\$3.00	Approved
													Count: 1	Subtotal: \$3.00
Created: 5/21/2014														
Detail	Receipt			100125	AEGD	0000002	BRIAN TURCOTTE		5/21/2014	5/23/2014		Check	\$18.00	Approved
Detail	Receipt			100124	ENDODONTICS	12345	FIRSTNAME LASTNAME		5/21/2014	5/23/2014		Discover	\$2.00	Approved
													Count: 2	Subtotal: \$20.00
Created: 5/29/2014														
Detail	Receipt			100127	BREAD & ROSES	123145	SHELLY FOWINKLE		5/29/2014	5/29/2014		MasterCard		Approved
													Count: 1	
													Count: 6	Total: \$32.00

Figure 4

5. ADD PAYMENT

To enter a new payment, please click on the “Add Payment” link. (Figure 5)



Home / Generic Anesthesiology of New Jersey [TEST] / Payment Ledger

[Add Payment](#)
Enter a new payment

[Show My Open Payment Summary](#)
View a report of the open transactions you have entered, grouped by site and payment type.

[Reconcile Payments](#)
Balance and mark payments as ready to post on the billing platform

[View Payments](#)
Use a search interface to find and view payments

Open Payments [Customize](#)

		Id	Site	Account	Patient	Date	Type	Amount	User
Edit	Receipt	100186	ORTHODONTICS	0000002	BRIAN S TURCOTTE	2/2/2015	Cash	\$4.00	brian
Edit	Receipt	100185	EMERGENCY	0000002	BRIAN S TURCOTTE	1/30/2015	Cash	\$5.00	brian
Edit	Receipt	100176	ORTHODONTICS	123456	THERESA GRAY	1/7/2015	Visa	\$15.00	tgray4

Figure 5

The following information needs to be filled in for a new payment: (Figure 6)

- **Cashier Site:** Select a cashier site from drop down list.
- **Record Number**
 - Enter patient account number in “Record Number” field. Only alphanumeric and -_* characters are allowed in the field.
 - Click on the “Look up patient information” button to look up existing patient information on the billing platform. The patient name, DOB, and email fields and patient balance display will be automatically populated if the information is available on the billing platform.
 - If the patient account number is not found, a search on the Patient Inquiry module may be completed using the patient’s first name, last name, date of birth or date of service criteria.
 - If a patient record doesn’t exist on the billing platform, user can skip the patient information lookup and manually enter all the fields.
- **Visit Number**
 - Enter the unique id or event number for a visit.
 - Only alphanumeric and -_* characters are allowed in the field.
 - This is not a required field.
- **First Name:** Patient’s first name.
- **Last Name:** Patient’s last name.
- **DOB:** Patient’s date of birth.
- **Email**
 - Patient’s email address.
 - If given, a payment receipt can be emailed to the patient after the transaction is confirmed.
- **Balance:** If shown, the patient’s outstanding balance from a patient information lookup.
- **Cash on Account:** If shown, the patient’s cash on account balance from a patient information lookup

- **Payments:**
 - **TOS Payment:** Time of service payment amount.
 - **Prepayment:** Payment towards a future service that has not yet been billed.
 - **Prior Balance Payment:** Payment amount to apply to a previous balance.

Please note:

 - Amount for each type of payment can be zero.
 - Select the drop down list to associate the revenue center to each type of payment.
 - If there are no revenue centers set up on the billing platform client account, the dropdown list will not appear.
 - If there are revenue centers set up on the billing platform client account, and non-zero value in payment field specified, a value has to be selected in the revenue center drop down list, otherwise a warning message will be displayed.
- **Total Amount:** The calculated total of the three types of payments amount, which should match what the patient remitted for the payment.
- **Payment Type**
 - Select from three types of payment: Cash, Check or Card.
 - Please fill in a check number for check payments, and select credit card type for card payments.
- **Notes**
 - Any comments or instructions for billing staff can be entered here.
 - If there is a need to re-allocate money from prepayments that are being held for particular services to other services that have been completed, please use the note section to provide instructions to billing staff. A zero payment amount transaction can be entered with a note in order to provide instruction to billing staff to allocate the monies on account.
- **“Add Payment” button**
 - Click on “Add Payment” button to confirm the transaction.
 - The message “Billing Platform Updated” will be popped up if payment has been successfully added.
 - Red warning messages will be displayed underneath any invalid entry fields. The user should correct the invalid entry and confirm the transaction. ([Figure 7](#))
- **“Show Receipt” button:** Once payment has been successfully added to the billing platform, the ‘Show Receipt’ button will be enabled. The transaction receipt can then be displayed and printed or emailed to the patient. ([Figure 8](#))
- **“Enter New Payment” button:** Click on the “Enter New Payment” button to add another new payment.
- **“Return to Home” button:** Click on the “Return to Home” to go back to Lyra Ledger home screen.

Home / Generic Radiology Assoc of NY [TEST] / Payment Ledger / Edit

Transaction Id **100069** Cashier Site TEST-T123

TEST-T123 [Show Receipt](#)

Record Number	0000002	TOS Payment	\$ 1.00	GPR
Lookup Patient Information		Prepayment	\$ 2.00	ENDODONTICS
Visit Number	Visit Number	Prior Balance	\$ 3.00	IMPLANT FELLOWS
First Name	BRIAN	Total Amount	\$6.00	
Last Name	TURCOTTE	Payment Type	Cash	
DOB	08/01/1970		Check	
Email	brian.turcotte@mckesson.com		Card	
Balance	\$158,130.00	Notes	Note 1 Note 2	
Cash on Account	(\$365.00)			

[Enter New Payment](#)
[Return to Home](#)
[Add Payment](#)

Figure 6

Home / Generic Radiology Assoc of NY [TEST] / Payment Ledger / Edit

Transaction Id **100069** Cashier Site TEST-T123

TEST-T123 [Show Receipt](#)

Record Number	0000002	TOS Payment	\$ 1.00	None
Lookup Patient Information		Please select a revenue center		
Visit Number	/78	Prepayment	\$ 2.00	ENDODONTICS
Please enter a valid visit number		Prior Balance	\$ 3.00	IMPLANT FELLOWS
First Name	BRIAN	Total Amount	\$6.00	
Last Name	TURCOTTE	Payment Type	Cash	
DOB	08/01/1970		Check	
Email	brian.turcotte@mckesson.com		Card	
Please enter a valid address		Notes	Note 1 Note 2	
Balance	\$158,130.00			
Cash on Account	(\$365.00)			

[Enter New Payment](#)
[Return to Home](#)
[Add Payment](#)

Figure 7

Payment Receipt: 100101 [Print](#) [Email to xin.sheng@mckesson.com](#) [Close](#)

Generic Radiology of NY **Receipt 100101**

Payment Date **4/2/2014**
 Account **12345**
 Account Name **TEST TESTER**
 Site **AEGD**
 Amount Paid **\$6.00**
 Payment Method **American Express**

For Generic Radiology of NY customer service, please call 1-555-555-5555.

Figure 8

6. OPEN PAYMENTS

6.1. OPEN PAYMENTS LIST

All of the open payments that have not yet been approved for posting will be listed in the “Open Payments” section. Open payments are available for users depending on permission of the user:

- Users with the base 'Payment Ledger' and 'Payment Ledger Add' permission see only the listing of their own open payments. (Figure 9)
- Users with the base 'Payment Ledger' permission, 'Payment Ledger Add' permission and 'Payment Ledger Update' permission see only the listing of their own open payments. An “Edit” button is available for the user to update a transaction. Please refer to [section 6](#) for how to update a payment. (Figure 10)
- Users with 'Payment Ledger Reconciliation' permission see the listing of open payments of all users. (Figure 11)

Users can filter the open payments by cashier site by selecting the site from the drop down list. The selected site will default to 'All' if no transactions have been entered in the browser session, or the site of the last transaction entered, if any have been entered. Click on “Receipt” button to display and print out or email the receipt to the patient. Different types of payments will be highlighted in colors:

- Check payments will be highlighted in light blue.
- Card payments will be highlighted in light yellow.
- Cash payments will be highlighted in light green.

Lyra - Test

Payment Ledger

Home

Generic Radiology Assoc of NY [TEST]

Payment Ledger

Add Payment

Enter a new payment

Show My Open Payment Summary

View a report of the open transactions you have entered, grouped by site and payment type.

View Payments

Use a search interface to find and view payments

Open Payments

All

	<div>Id</div>	<div>Site</div>	<div>Account</div>	<div>Patient</div>	<div>Date</div>	<div>Type</div>	<div>Amount</div>	<div>User</div>
<div>Receipt</div>	100102	AUSHC CAPITATION	5078333	OKOK THTH	4/2/2014	MasterCard	\$0.00	test1

Figure 9

Lyra - Test

Payment Ledger

Home

Generic Radiology Assoc of NY [TEST]

Payment Ledger

Add Payment

Enter a new payment

Show My Open Payment Summary

View a report of the open transactions you have entered, grouped by site and payment type.

View Payments

Use a search interface to find and view payments

Open Payments

All

	Id	Site	Account	Patient	Date	Type	Amount	User
<div>EditReceipt</div>	100102	AUSHC CAPITATION	5078333	OKOK THTH	4/2/2014	MasterCard	\$0.00	test1

Figure 10

Lyra - Test

Payment Ledger

[Home](#) / [Generic Radiology Assoc of NY \[TEST\]](#) / [Payment Ledger](#)

[Add Payment](#)
Enter a new payment

[Show My Open Payment Summary](#)
View a report of the open transactions you have entered, grouped by site and payment type.

[Reconcile Payments](#)
Balance and mark payments as ready to post on the billing platform

[View Payments](#)
Use a search interface to find and view payments

Open Payments

All

	Id	Site	Account	Patient	Date	Type	Amount	User
Edit Receipt	100091	EMERGENCY	000002	BARTON MESSMER	3/14/2014	Check	\$1.00	sherry
Edit Receipt	100089	AUSHC CAPITATION	0000002	BRIAN TURCOTTE	3/12/2014	Cash	\$5.00	sherry
Edit Receipt	100080	AUSHC CAPITATION	000002	BARTON MESSMER	3/12/2014	MasterCard	\$6.00	manager1
Edit Receipt	100079	AUSHC CAPITATION	00005	TESTER TEST	3/12/2014	Cash	\$1.00	sherry

Figure 11

6.2. SHOW MY OPEN PAYMENT SUMMARY

Users can click on the “Show My Open Payment Summary” link to generate their own Open Payments Summary report. A typical operational procedure would be to print the summary and hand it in to a supervisor with their cash box by the end of the day.

The summary is grouped by site and then by payment type ([Figure 12](#)). Click on “Print” at the right top corner to print the summary report.

Open Payment Summary								
Generic Radiology Assoc of NY [TEST]								
sherry - Administrator Xin Sheng								
3/31/2014 4:27:31 PM								
Id	Site	Account	Patient	Date	Type	Amount	Total	
100089	AUSHC CAPITATION	0000002	BRIAN TURCOTTE	3/12/2014	Cash	\$5.00		
100079	AUSHC CAPITATION	00005	TESTER TEST	3/12/2014	Cash	\$1.00		
						Cash: \$6.00		
100061	AUSHC CAPITATION	000002	BARTON MESSMER	3/7/2014	Visa	\$1.00		
						Visa: \$1.00		
						AUSHC CAPITATION: \$7.00		
100055	TEST-T123	0000002	BRIAN TURCOTTE	3/6/2014	Cash	\$6.00		
						Cash: \$6.00		
						TEST-T123: \$6.00		
100051	AEGD	000002	BARTON MESSMER	3/6/2014	Check	\$6.00		
						Check: \$6.00		

Figure 12

7. EDIT A PAYMENT

Payments that have not yet been approved can be updated by users who have 'Payment Ledger Update' authorization. An "Edit" button is available for each transaction record in the "Open Payments" section ([Figure 10](#)). If a user also has 'Payment Ledger Reconciliation' authorization, an "Edit" button is available on each transaction record in the table shown on the "Reconcile Payments" page. ([Figure 15](#))

To edit a payment, click on "Edit" button for the payment, update the fields as necessary and click on "Update Payment" button. ([Figure 13](#))

- "Record Number" field is not editable.
- If the update is successful, a "Billing Platform Updated" message will pop up at the left bottom corner of the screen. ([Figure 14](#))
- After the transaction has been successfully updated, the "Show Receipt" button will be enabled.
- Red warning messages will be displayed beneath any invalid field entries. User should correct the invalid entry and confirm the update.
- All updates made to the transaction will be tracked and can be viewed by clicking "Show" button in "Reconcile Payment" page or "View Payment" page by users with 'Payment Ledger Reconciliation' authorization. The transaction audit trail can also be viewed and exported in "Transaction History Data Extract" on the "Reconcile Payment" page. Please refer to [section 7.3](#) for how to export transaction data.

Lyra - Test Payment Ledger

Home / Generic Radiology Assoc of NY [TEST] / Payment Ledger / Edit

Transaction Id 100056 Cashier Site AEGD

AEGD Show Receipt

Record Number 0000002 <small>Lookup Patient Information</small>	TOS Payment \$ 0.00 None
Visit Number Visit Number	Prepayment \$ 0.00 None
First Name BRIAN	Prior Balance Payment \$ 0.00 None
Last Name TURCOTTE	Total Amount \$0.00
DOB 08/01/1970	Payment Type Cash
Email brian.turcotte@mckesson.com	Check
	Card

Notes

1. Please provide me the following information for client profile setup and test ping in payment portal:
 - 1) Client ID
 - 2) Client name
 - 3) Username and password
 - 4) Workgroup code: it is used to define a

Enter New Payment Return to Reconciliation View Update Payment

Figure 13

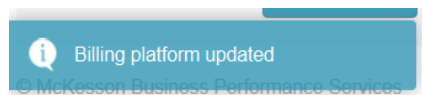


Figure 14

8. RECONCILE PAYMENTS

Users with 'Payment Ledger Reconciliation' permission are able to balance and mark payments as ready to post on the billing platform. Please click on the “Reconcile Payments” link on the Ledger home page. ([Figure 15](#))

Lyra - Test

Payment Ledger

Home / Generic Radiology Assoc of NY [TEST] / Payment Ledger

Add Payment

Enter a new payment

Show My Open Payment Summary

View a report of the open transactions you have entered, grouped by site and payment type.

Reconcile Payments

Balance and mark payments as ready to post on the billing platform

View Payments

Use a search interface to find and view payments

Open Payments

All

		Id	Site	Account	Patient	Date	Type	Amount	User
Edit	Receipt	100091	EMERGENCY	000002	BARTON MESSMER	3/14/2014	Check	\$1.00	sherry
Edit	Receipt	100089	AUSHC CAPITATION	0000002	BRIAN TURCOTTE	3/12/2014	Cash	\$5.00	sherry
Edit	Receipt	100080	AUSHC CAPITATION	000002	BARTON MESSMER	3/12/2014	MasterCard	\$6.00	manager1
Edit	Receipt	100079	AUSHC CAPITATION	000005	TESTER TEST	3/12/2014	Cash	\$1.00	sherry

Figure 15

8.1. RECONCILE SUMMARY SCREEN

The reconciliation page shows all open payments that have not yet been approved for posting, including all users and locations. ([Figure 16](#))

The reconciliation payment summary table can be filtered by dates and locations by clicking on the dropdown list at the top of the page. The reconciliation payment summary table can be sorted, grouped, or filtered in the same way as for the summary table in the view payment page, as described in [section 3.2](#). It lists payment receipt id, payment site, patient account number, patient name, the date the transaction was last updated, user name of the operator, payment type and payment amount.

An “Edit” button is available for users who have 'Payment Ledger Update' authorization. The “Edit” button is available on each transaction row, so users are able to update transactions while doing reconciliation.

Clicking on the “Show” button of a transaction allows the user to view the transaction detail information including the update history. ([Figure 17](#))

The total payment amount and total number of payments for all transactions displayed are listed at the right top of the summary table.

Home Generic Radiology Assoc of NY [TEST] / Payment Ledger / Reconcile

All datesAll locationsRefresh

Approve Selected Transactions (\$16.00)

Export Data

Total: \$123,457,375.41 (15 transactions)

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Show	Edit	100096	EMERGENCY	0000002	BRIAN TURCOTTE	03/31/2014	test1	American Express	\$5.00									
<input type="checkbox"/>	Show	Edit	100091	EMERGENCY	000002	BARTON MESSMER	03/14/2014	sherry	Check	\$1.00									
<input checked="" type="checkbox"/>	Show	Edit	100089	AUSHC CAPITATION	0000002	BRIAN TURCOTTE	03/12/2014	sherry	Cash	\$5.00									
<input checked="" type="checkbox"/>	Show	Edit	100080	AUSHC CAPITATION	000002	BARTON MESSMER	03/12/2014	manager1	MasterCard	\$6.00									
<input type="checkbox"/>	Show	Edit	100079	AUSHC CAPITATION	00005	TESTER TEST	03/12/2014	sherry	Cash	\$1.00									
<input type="checkbox"/>	Show	Edit	100065	BREAD & ROSES	123_4-5*66AB	ATEST.JAB)IE	03/07/2014	sherry	Cash	\$1.00									
<input type="checkbox"/>	Show	Edit	100061	AUSHC CAPITATION	000002	BARTON MESSMER	03/07/2014	sherry	Visa	\$1.00									
<input type="checkbox"/>	Show	Edit	100055	TEST-T123	0000002	BRIAN TURCOTTE	03/06/2014	sherry	Cash	\$6.00									
<input type="checkbox"/>	Show	Edit	100052	TEST-T123	00001	TEST1 TESTLN2	03/06/2014	manager1	Visa	\$1.00									
<input type="checkbox"/>	Show	Edit	100051	AEGD	000002	BARTON MESSMER	03/06/2014	sherry	Check	\$6.00									
<input type="checkbox"/>	Show	Edit	100046	AEGD	12351	MICHAEL NOORI	03/04/2014	brian	Cash										
<input type="checkbox"/>	Show	Edit	100044	PROSTHOODONTICS	5078333	TEE TEST	03/03/2014	manager1	Cash	\$0.08									
<input type="checkbox"/>	Show	Edit	100035	AUSHC CAPITATION	5078333	TESTING TESTERLN	02/26/2014	manager1	Check	\$123,456,792.01									

Figure 16

Payment Detail: 100080 - BARTON MESSMER

AUSHC CAPITATION

Created	3/12/2014 by manager1
Last Updated	3/31/2014 by sherry
Record Number	000002
Visit Number	
Name	BARTON MESSMER
DOB	7/21/1951
Email	

Payment	
Total Paid	\$6.00
Method	MasterCard
Time of Service	\$1.00 - AEGD
Prepayment	\$2.00 - I.S. 164
Prior Balance Payment	\$3.00 - I.S. 143

Update History

Date	By	Description
3/12/2014	manager1	Created: Payment amount \$6.00
3/12/2014	manager1	Updated: Prepayment revenue center to I.S. 164 from BREAD & ROSES
3/12/2014	manager1	Updated: Prior balance revenue center to I.S. 143 from EMERG
3/31/2014	sherry	Updated: Payment method to CARD from CHECK

Figure 17

8.2. APPROVE PAYMENTS

Once transactions have been reconciled, the user must approve transactions for posting on the billing platform. The user can approve a subset of the open payments or all payments.

Select the payment by clicking on the checkbox or anywhere of the payment row. Click on the “Select All” button ☒ to select all of the listed payments, and “Deselect All” button ☐ to deselect all of the currently selected payments (Figure 18). The total cash amount of all the selected payments will be shown on the “Approve Selected Transactions” button.

Click on the “Approve Selected Transactions” button to do the final approval of the transactions for posting. An approval message will pop up for user to confirm (Figure 19). After confirmation, the payments will be approved to post on the billing platform (Figure 20).

- Click on “Export Approved Transaction” button to export transaction just approved to excel sheet
- Click on the “Return to Reconciliation View” button to go back to reconciliation page
- Or click on the “Home” button to go back to Payment Ledger module home page

Once transactions have been approved for posting, they are no longer updateable in Payment Ledger.

Home / Generic Radiology Assoc of NY [TEST] / Payment Ledger / Reconcile

All dates All locations Refresh

☒ ☐ Approve Selected Transactions (\$16.00) Export Data Total: \$123,457,375.41 (15 transactions)

Drag a column header and drop it here to group by that column

			Id	Site	Account	Name	Date	User	Type	Amount
<input checked="" type="checkbox"/>	Show	Edit	100096	EMERGENCY	0000002	BRIAN TURCOTTE	03/31/2014	test1	American Express	\$5.00
<input type="checkbox"/>	Show	Edit	100091	EMERGENCY	000002	BARTON MESSMER	03/14/2014	sherry	Check	\$1.00
<input checked="" type="checkbox"/>	Show	Edit	100089	AUSHC CAPITATION	0000002	BRIAN TURCOTTE	03/12/2014	sherry	Cash	\$5.00
<input checked="" type="checkbox"/>	Show	Edit	100080	AUSHC CAPITATION	000002	BARTON MESSMER	03/12/2014	manager1	MasterCard	\$6.00
<input type="checkbox"/>	Show	Edit	100079	AUSHC CAPITATION	00005	TESTER TEST	03/12/2014	sherry	Cash	\$1.00
<input type="checkbox"/>	Show	Edit	100065	BREAD & ROSES	123_4-5*66AB	ATEST.J(AB) IE	03/07/2014	sherry	Cash	\$1.00
<input type="checkbox"/>	Show	Edit	100061	AUSHC CAPITATION	000002	BARTON MESSMER	03/07/2014	sherry	Visa	\$1.00
<input type="checkbox"/>	Show	Edit	100055	TEST-T123	0000002	BRIAN TURCOTTE	03/06/2014	sherry	Cash	\$6.00
<input type="checkbox"/>	Show	Edit	100052	TEST-T123	00001	TEST1 TESTLN2	03/06/2014	manager1	Visa	\$1.00
<input type="checkbox"/>	Show	Edit	100051	AEGD	000002	BARTON MESSMER	03/06/2014	sherry	Check	\$6.00
<input type="checkbox"/>	Show	Edit	100046	AEGD	12351	MICHAEL NOORI	03/04/2014	brian	Cash	
<input type="checkbox"/>	Show	Edit	100044	PROSTHODONTICS	5078333	TEE TEST	03/03/2014	manager1	Cash	\$0.08
<input type="checkbox"/>	Show	Edit	100035	AUSHC CAPITATION	5078333	TESTING TESTERLN	02/26/2014	manager1	Check	\$123,456,792.01

Figure 18

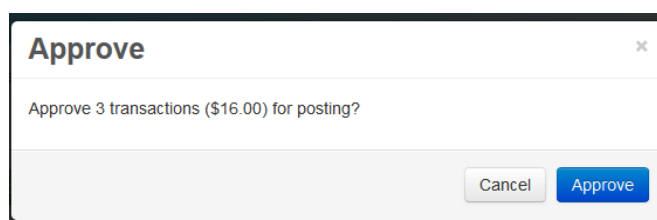


Figure 19

Home / Generic Radiology Assoc of NY [TEST] / Payment Ledger / Approved

Approved transactions

Id	Site	Account	Patient	Date	Type	Amount
100096	EMERGENCY	0000002	BRIAN TURCOTTE	3/31/2014	American Express	\$5.00
100089	AUSHC CAPITATION	0000002	BRIAN TURCOTTE	3/12/2014	Cash	\$5.00
100080	AUSHC CAPITATION	000002	BARTON MESSMER	3/12/2014	MasterCard	\$6.00
						Total: \$16.00

Home Return to Reconciliation View Export Approved Transactions

Figure 20

8.3. EXPORT DATA

A user is able to export all payment items shown in the reconciliation payment page to an Excel spreadsheet. Click on the “Export Data” button at the top of the summary table to export the transaction data (Figure 18). The transaction information spreadsheet will contain all currently open transactions, regardless of the current display limits. All the columns will be exported.

The following two data extracts can be generated: (Figure 21)

- Click on the “Generate Transaction Table” button to generate a sortable, filterable table without transaction update history. The extract includes all the elements of the payment transactions.

- Click on the “Generate Transaction History” button to generate a formatted listing including update history rows for each transaction. The extract includes all the elements of the payment transactions plus update user, update date and update description for all changes to the transaction after it was created.

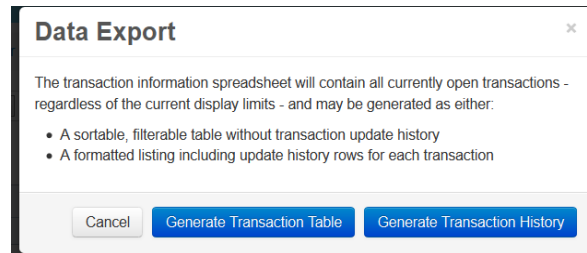


Figure 21

Open the data extracts with Excel (Figure 22). Sample transaction table and transaction history data extracts are listed in figure 23 and figure 24.

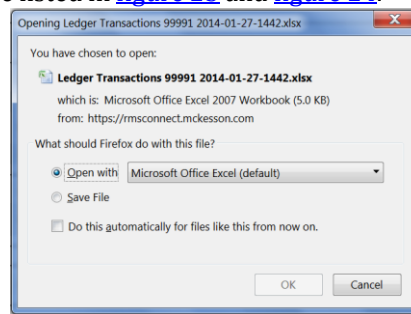


Figure 22

	A	B	C	D	E	F	G	H	I	J	K	L
1	Id	Site	Account	Patient	Created	Created By	Updated	Updated By	Approve	Type	Amount	
2	100091	EMERGENCY	000002	BARTON MESSMER	3/14/2014	sherry	3/14/2014	sherry		Check	\$1.00	
3	100079	AUSHC CAPITATION	00005	TESTER TEST	3/12/2014	sherry	3/12/2014	sherry		Cash	\$1.00	
4	100065	BREAD & ROSES	123_4-5*66AB	ATEST.J(AB) IE	3/7/2014	sherry	3/10/2014	sherry		Cash	\$1.00	
5	100061	AUSHC CAPITATION	000002	BARTON MESSMER	3/7/2014	sherry	3/7/2014	sherry		Visa	\$1.00	
6	100055	TEST-T123	0000002	BRIAN TURCOTTE	3/6/2014	sherry	3/6/2014	sherry		Cash	\$6.00	
7	100052	TEST-T123	00001	TEST1 TESTLN2	3/6/2014	manager1	3/11/2014	sherry		Visa	\$1.00	
8	100051	AEGD	000002	BARTON MESSMER	3/6/2014	sherry	3/6/2014	sherry		Check	\$6.00	
9	100046	AEGD	12351	MICHAEL NOORI	3/4/2014	brian	3/4/2014	brian		Cash	\$0.00	
10	100044	PROSTHODONTICS	5078333	TEE TEST	3/3/2014	manager1	3/3/2014	manager1		Cash	\$0.08	
11	100035	AUSHC CAPITATION	5078333	TESTING TESTERLN	2/26/2014	manager1	3/7/2014	sherry		Check	\$123,456,792.01	
12	100014	ORTHODONTICS	200291036	MATT GILBEAU	2/4/2014	dlebel	2/4/2014	dlebel		Check	\$500.32	
13	100012	ORTHODONTICS	ORTH020414	MICKEY MOUSE	2/4/2014	dlebel	2/4/2014	cslocum		Visa	\$50.00	
14												
15												

Figure 23

Figure 24